Greenshaw High School
Admission Arrangements 2028/29

Greenshaw High School is an academy in the Greenshaw Learning Trust, and the Greenshaw Learning Trust is the admissions authority for the school.

The admissions process is administered by the school in accordance with these Admission Arrangements, in accordance with and pursuant to the Admission Policy of the Greenshaw Learning Trust.

The Admission Arrangements is the responsibility of the Headteacher.

The arrangements were determined by the Board of Trustees at the Greenshaw Learning Trust on TBC.

The Arrangements are due for review by; **summer term 2027.**

Contents

Admissions for entry to Year 7, September 2028

1 1.1 EHCP
1.2 Oversubscription criteria
1.3 Tie Breaker

2 Applications for students outside of the normal age group

3 3.1 Late Applications
3.2 Notifications and Acceptance of offers
3.3 Waiting Lists

4 In-Year Admissions

5 Sixth Form

6 Appeals

DRAFT

1 Admission for entry to Year 7, September 2028

Greenshaw High School has a Published Admission Number of 314 for entry into Year 7 in September 2028. Greenshaw High School is part of the London Borough of Sutton's Co-ordinated Admissions Scheme. Applications for admission to Year 7 at Greenshaw High School must be made in October of the year before admission for a place in Year 7, to the child's Home Local Authority on their Common Application Form, naming Greenshaw High School as a preference on the form.

The Common Application Form (CAF) must be submitted to the child's Home Local Authority no later than 31 October.

Applications must be made by the Parent. Parent refers to the person with 'parental responsibility' for the child or the child's designated carer. Where the applicant is not the natural birth parent this should be indicated on the application form.

1.1 EHCP

Students with an Education Health Care Plan that names the school will be allocated a place before other applicants are considered.

In this way, the number of places offered, as set out below will be reduced by the number of children with an EHCP that has named the school.

1.2 Oversubscription criteria

If the school receives more applications than there are places available, the following criteria will be applied.

Priority 1: Looked After Children

Priority for Looked After Children or children who were Previously Looked After.

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A looked after child is a child who is;

(a) in the care of a local authority, or
(b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989)

Priority 2: Exceptional Medical/Social Needs

Priority for students who have an exceptional social and/or medical need.

Students who have either medical or social grounds for admission to this school. This evidence must set out the particular reason why the student should attend this school rather than any other and show that this is the only suitable school to meet their stated needs, why no other local school could meet those needs and what the difficulties would be if the child had to attend any other local school.

Parents should complete the Trust's Social and Medical Form (in addition to the CAF), which can be found on the school's website www.greenshaw.co.uk

The Social and Medical Form must be supported by relevant written evidence from a registered professional(s) involved with the child. Examples include registered health professionals, such as a Consultant, GP, Psychologist or Psychiatrist. All evidence must be on letter-headed paper and reflect the child's current situation.

The Trust's Social and Medical Form must be submitted directly to the Greenshaw Learning Trust no later than 31 October via email to s.m@greenshawlearningtrust.co.uk or posted to, Head of Admissions, Greenshaw Learning Trust, Oru Sutton, 7 Throwley Way, Sutton SM1 4AF.

The CAF must be submitted directly to the child's home Local Authority no later than 31 October.

Evidence submitted after the closing date will not be considered. Only in exceptional circumstances the Trust may apply discretion to consider evidence submitted after the closing date. It is therefore important that all relevant evidence is submitted at the time of application and should be submitted before the closing date to ensure full consideration.

Applications will be assessed against the evidence and determined as a joint decision of the Greenshaw Learning Trust Head of Admissions and the school's Headteacher.

Priority 3: Children of permanent members of staff

Priority for children of permanent members of staff of the school.

Where;

- The member of staff has been employed at Greenshaw High School for two or more consecutive years at the time at which the application for admission to the school is made; or
- The member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage

Priority 4: Academic Ability Test

Up to 60 students will be admitted based on the outcome of the Selective Eligibility Test (SET).

Students will need to achieve the required pass mark to be considered for a place under the school's Ability criteria.

The required pass mark will be decided by the participating schools after the test has been marked. Each participating school will determine its own pass mark.

If you wish to be considered for a place under this criterion, you must register on-line via the school's website www.greenshaw.co.uk to sit the test in addition to naming Greenshaw High School on the Common Application Form.

Test Date: TBC

An on-line application form to sit the Eligibility Test must be completed and submitted no later than midnight on **TBC.**

Please note there is an earlier deadline of TBC for submission of requests for access arrangements for candidates.

All students will be invited to attend the Eligibility Test if they complete the on-line application in full.

Parents will be notified of the outcome of the test via email the week following the test.

Success in the test does not automatically mean that your child will be offered a place at the school, because each year there are more children who pass than there are places available.

If your child scores enough marks to be considered for a selective place, you must name the school as one of your preferences on the CAF in order to constitute a valid application.

Places are allocated in rank order of performance. Offers are made by the Local Authority on or about 1 March.

Priority 5: Siblings

Priority for students who will have a sibling at the school at the time of admission.

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, stepbrother or sister, or the child of the parent's partner, as well as children who are brought together as a family by a same-sex civil partnership. In every case, the child must be living in the same family unit at the same address, Monday to Friday, at the time of the application.

Cousins or children of friends living with their parents in the same household are not included.

Where a sibling is in Years 11 or 12 at the time of application to start year 7, they will be deemed as being in the school at the time of admission, unless the parent has specifically stated that they will not be continuing into the following academic year.

Where a parent applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other children.

Priority 6: Distance

Any remaining places will be offered based on proximity of the child's home address to the school. Distances will be measured in a straight line using the computerised system as specified by Sutton Council.

The address on the application must be the child's permanent place of residence. The address will normally be the parents' address. It should not be a business or carer's/childminder's address. It should also not be a relative's address unless the child lives at that address as their normal place of residence. Parents must not use a temporarily rented address to secure a school place for their child if they still possess or rent a property previously used as a home address. Nor will a temporary address be accepted if we believe that the temporary address is being used solely for the purpose of obtaining a school place when an alternative address is still available to that child.

DRAFT

Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration (i.e. a letter) signed by both parents stating the pattern of residence. A letter of joint declaration should be sent to the student's home Local Authority and must be received before the closing date of 31 October. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to the school.

If no joint declaration is received by the closing date for applications, then if the residence is not split equally between both parents the home address will be determined to be the address where the child spends the majority of the school week; if residence is split equally between both parents the home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken in to account.

All school admission applications for school places are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks will be conducted by the home Local Authority. Where a fraudulent address or an address of convenience are found to have been used, the application and any subsequent offer may be withdrawn.

Applicants living outside of England may submit an application if they have a linked address within the Local Authority area, and documentary evidence must be supplied to show they will return to the address prior to the September of the year of entry; this address must not be an address of convenience. Where a linked address is not available the overseas address will be used to determine the home to school distance.

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, who do not currently live in the area, a Unit postal address or quartering area address will be used as the home address, provided that the application is accompanied by an official letter that declares a relocation date and the address.

Applications are ranked in accordance to the home to school distance within each priority, with the exception of Priority 4: **Academic Ability Test.**

The distance measurement used is defined within Priority 6 for distance.

1.3 Tie Breaker

Where two or more applicants share priority for a place the child to be offered a place will be selected by the drawing of lots. Lots will be drawn by a senior officer of the Greenshaw Learning Trust Shared Service who is independent of the school's admissions process.

2 Applications for students outside of the normal age group

Students are normally educated in school with others of their age group. However, parents may request that their child is exceptionally admitted to an age group outside of the child's actual age.

Parents should submit a request for education outside of the normal age group in writing (by letter or email) at the time of the application. The request should be sent with the application to the address detailed on the application form.

The decision will be made based on whether or not the child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering in which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Parents may wish to include evidence of the child's circumstances which make education outside the age group necessary. Evidence must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time.

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the relevant closing date in the normal way. The request for later admission should accompany the submission of the Common Application Form to the home Local Authority. This enables the application to be processed, and a school place secured in the child's actual age group if the request for admission to an age group below the child's actual age is refused.

The decision will be made as a joint decision of the Greenshaw Learning Trust Head of Admissions and the school's Headteacher.

3.1 Late Applications

Applications made after the closing date of 31 October or changes to existing preferences after this date, will be treated as a late application. A late application will not be considered until after all those that were received on time.

If you plan to move house after the application has been submitted, you will need to check with the local authority you are moving into as to the latest date you can make a change to your application in order for the new address to be used for the allocation of places. Documentary evidence will be required.

3.2 Notification and Acceptance of Offers

Notification of offers for admission to Year 7 will be sent to parents by their home Local Authority. Offers are made by the home Local Authority on or about 1 March. Written acceptance of the offer of a place must be sent to the Local Authority to be received by the closing date as stated in the offer letter.

An offer found to have been gained fraudulently will be withdrawn. This may also be the case after the child has started at the school.

3.3 Waiting lists

If the school is oversubscribed a waiting list will be held for Year 7 until 31 December.

Parents wishing to remain on the waiting list after 31 December should write to the school by 31 December stating their wish and providing their child's name, date of birth and the name of their current school.

The waiting list will be prioritised according to the school's oversubscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.

4 In-Year Admissions

Greenshaw High School is part of Sutton Council's Co-ordinated Admissions Scheme for In-Year Admissions. To apply for a place at Greenshaw High School outside of the normal round for admissions, parents should complete the In-Year application form provided by Sutton Council.

Where there are more applicants than places available, the school will maintain a waiting list according to the oversubscription criteria with the exception of Priority 4; Academic Ability Test which is only relevant at the Normal Point of Entry (Year 7) and without regard to the date the application was received or when a child's name was added to the waiting list.

Positions on the waiting list may go down as well as up. This is because other children might be added to the waiting list who have a greater priority for a place against the school's admission criteria; for example, when new families move into the area or when other families who had not previously named the school as a preference, ask to go on the waiting list after the initial allocation date.

Applications made before 1 April will be removed from the waiting list at the end of the academic year. To remain on the waiting list for the following year, you must submit a new in-year application.

Applications received on or after 1 April will automatically carry over to the next academic year.

5 Sixth Form

Greenshaw High School has 220 places available in Year 12 for internal and external students.

The Published Admission Number for external applicants is 25. This is the minimum number of places that will be offered to external candidates.

5.1 Applications

Year 11 students currently studying at Greenshaw High School and students in the appropriate age range studying elsewhere may apply to join the Sixth Form. Greenshaw High School invites applications after the Sixth Form Open Evening which takes place in November.

The closing date for applications is 15 January.

Applications submitted after the closing date of 15 January, or changes made to existing preferences after this date, will be treated as late applications. Late applications will only be considered after all on-time applications have been processed.

The deadline for submitting a late application is GCSE Results Day, which falls on the third Thursday of August each year. Applications made on GCSE Results Day must be submitted in person at Greenshaw High School.

Students must bring valid identification and their Statement of Results with them. Applications cannot be processed without these documents.

All prospective candidates will be given on request, the appropriate information related to courses and the process of application. Where assistance is requested in regard to the completion of the application it will be provided.

5.2 Minimum Academic Requirements

The minimum academic attainment required for entry into the post-16 provision level 3 is:

- 5 GCSEs at either grade 6 or above
- At least a grade 5 or above in both mathematics and English Language.

Students will also need to satisfy minimum entrance requirements for the courses in which they are applying, as detailed in the prospectus, available from the school's website.

5.3 Processing Applications and Results Day

Internal Applicants

Existing Year 11 students who meet the minimum entry requirements have an automatic right to transfer to Year 12. Internal students are required to confirm acceptance of their place in person on GCSE results day.

External Applicants

External candidates who meet the entry requirements must upload their verified GCSE results to the online application portal by 11:00 am on GCSE Results Day. Students who meet the entry requirements must register their interest in person on GCSE Results Day. Details regarding exact timings will be shared with those who have applied via the school's online application portal.

5.4 Sixth Form Over-subscription

Applicants must meet the entry requirements for Sixth Form to be eligible for consideration.

Internal candidates who meet the entry requirements transfer automatically and are required to confirm acceptance on GCSE results day.

Over-subscription criteria and ranking apply strictly to external applicants.

All external applications will be ranked by Average Point Score.

Where the number of eligible external applicants exceeds the number of spaces available, places will be allocated to students in the following priority order.

Priority 1: Priority for Looked After Children or children who were Previously Looked After.

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A looked after child is a child who is:

(a) in the care of a local authority, or

(b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989)

Priority 2: Children of permanent members of staff

Priority for children of permanent members of staff of the school.

Where;

- The member of staff has been employed at Greenshaw High School for two or more consecutive years at the time at which the application for admission to the school is made; or
- The member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage

Priority 3: Average Point Score

Offers will be made to eligible on-time external applicants ranked by Average Point Score. Late applications will be considered after all on-time applicants have been processed and only offered places where space allows.

Tie Breaker

If two or more applicants share an identical APS score for the final remaining place, the place will be allocated to the student with the strongest geographical claim. Home to school distances will be measured using straight-line distances.

5.5 Students with Overseas Qualifications

Applicants holding overseas qualifications must provide a Statement of Comparability from UK ENIC (www.enic.org.uk) to confirm that their qualifications are of an equivalent standard to the UK minimum entry requirements.

The Director of Sixth Form will use this Statement of Comparability to calculate an indicative Average Point Score (APS). This indicative score will be used solely to determine whether the minimum entry requirements have been met and to rank the applicant within the oversubscription criteria if the course or sixth form is oversubscribed.

DRAFT

5.6 Notification & Enrolment

Successful external applicants must register their interests on GCSE results day in person and will be notified of the outcome by midday the following day.

Unsuccessful applicants will be notified in writing (via email) within 5 school days of GCSE Results Day and informed of their right to appeal.

Students who are eligible to be considered for a place at Sixth Form who have not been offered a place will be placed on a waiting list ranked by Average Point Score. The waiting list will continue until 30 September 2027.

5.7 Applications for students outside of the normal age group (Sixth Form)

Parents or students requesting admission outside of the normal chronological year group should submit their request alongside their application, providing any supporting professional documentation where available.

Decisions will be made by the Greenshaw Learning Trust based on the circumstances of each case and in the best interests of the student concerned, taking into account the views of the Headteacher, the student's academic, social, and emotional development, and any relevant medical history.

6 Appeals

Parents and students have a statutory right of appeal against the decision not to offer a place at a school, under the School Standards & Framework Act 1998.

If a student is refused admission to the Sixth Form, parents and the student have the right to appeal either jointly or separately; if an appeal is lodged by both, both appeals will be heard together.

Appeals must be lodged within 20 school days of notification of refusal via the school's online School Admission Appeal portal.

Appeals will be heard by an Independent Appeal Panel established by the Greenshaw Learning Trust to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the school is required to admit the child.

Further information on how to lodge an appeal can be found here

DRAFT